



Governor Janet Napolitano

# MEMORANDUM

## State of Arizona

### Department of Homeland Security



Director Leesa Berens Morrison

**TO:** All 2008 Arizona Department of Homeland Security Stakeholders

**FROM:** Arizona Department of Homeland Security

**DATE:** Thursday, December 04, 2008

**RE:** Essential financial information regarding your award

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Congratulations on receiving your grant for the 2008 grant period.

The following documents are available online at [www.azdohs.gov](http://www.azdohs.gov), and will assist you in preparing and submitting your reimbursement requests:

- Reimbursement Instructions for AZDOHS stakeholders
- Budget Change Guidelines
- Reimbursement Request Form
- Reimbursement Calendar

#### **Financial Reimbursement**

Your financial reimbursement request must be submitted using the Reimbursement Request Form which will be emailed to your agency's main point-of-contact once AZDOHS has received a signed Subgrantee Agreement, a completed Standard Data Collection form and a Financial Systems Survey. Reimbursement requests should include supporting documentation that expenses have been incurred and paid. **Funds are distributed on a reimbursement basis only.** Reimbursement requests should be submitted no more than monthly and no less than quarterly. A reimbursement calendar is also included to assist with reimbursement dates.

Please note that the AZDOHS manages its grants according to the terms and conditions of the Federal award as well as the rules set forth by the Office of Management and Budget. In return, we manage our stakeholders in a similar manner. This means that programmatic and financial reports must be complete and timely, that expenses are reasonable and allowable, and that management complies with the rules and regulations set forth by the terms and conditions of your award.

If your organization experiences staff changes in the fiscal or programmatic management of this grant, please be sure to pass along this information to any new staff. Any non-compliance in the management of this grant may affect current and future funding with the AZDOHS.



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Please obtain the following Office of Management and Budget (OMB) circulars and/or Code of Federal Regulations (CFRs) (whichever apply) to help manage your grant effectively and efficiently:

- 2 CFR 225 (Cost Principles for State, Local, and Indian Tribal Governments)
- 2 CFR 215 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations)
- 2 CFR 230 (Cost principles for Non-Profit Organizations)
- OMB A-133 (Audits of States, Local Governments, and Non-Profit Organizations).
- 44 CFR 13 (Uniform Administrative Requirements for Grants and Agreements to State and Local Governments)
- 2 CFR 220 (Cost Principles for Educational Institutions)

You can obtain the circulars by visiting [www.whitehouse.gov](http://www.whitehouse.gov) and the CFRs at [www.gpoaccess.gov/CFR/INDEX.HTML](http://www.gpoaccess.gov/CFR/INDEX.HTML).

For more information on the AZDOHS grant program, please visit [www.azdohs.gov](http://www.azdohs.gov).